

Carl Steinmetz, Chairman (1979)  
National Aeronautics and Space Administration  
Code NHS-20, Room B-A56  
Washington, DC 20546



April 12, 1979

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[REDACTED]  
Central Intelligence Agency  
Room 5B-2828  
Washington, DC 20505

Dear Hazel:

In behalf of the Everett O. Alldredge Award Committee, we invite you to nominate a truly deserving individual from your agency or someone you know from another agency for this prestigious award.

The nomination should be limited to a single page. Give a brief outline of such person's career and major accomplishments, recognitions, awards, etc. These should reflect service rendered in the interests of records management in Government or elsewhere. One of your colleagues may even nominate you for this distinguished honor!

A person may be considered who has recently retired. However, such retirement should not exceed six months prior to the award date-- May 22, 1979.

Only one award is presented each year at the annual Records Management Conference (known this year by the acronym RIMCO '79). Dr. James B. Rhoads, Archivist of the United States, is scheduled to make the official presentation.

Nominations must be received by Friday, May 4, 1979. Please mail them to:

Carl Steinmetz (Award Chairman)  
NASA  
Code NHS-20, Room B-A56  
Washington, DC 20546

Thanks for your cooperation!

CARL STEINMETZ  
Award Committee Chairman

THE "EV" ALLDREDGE ANNUAL AWARD  
FOR RECORDS MANAGEMENT EXCELLENCE  
IN THE FEDERAL GOVERNMENT

1. PURPOSE AND ORIGIN OF THE AWARD

a. The award is to recognize personnel who have made outstanding contributions in the field of Records Management; to encourage high standards of performance in this field; and to enhance the Records Management Program in the Federal Government.

b. The award honored Mr. Everett O. Alldredge for his outstanding and professional excellence in promoting an effective Records Management Program in the Government.

2. SCOPE

a. Records management covers the totality of records from their creation, through arrangement and use, to final preservation or destruction. It covers every type of recording media, including paper, microfilm, and magnetic tape.

b. Records management is present in every office as an integral part of administrative support work, management information flow, and written communications. The purpose of records management is to channel and control records so they contribute to the goals and objectives of the organization. Automation, in its many aspects, is a vital additional tool available for managing recorded information.

3. DESCRIPTION OF THE AWARD

a. A handsome walnut-backed plaque with an embossed oval picture of "Ev" will be presented to the individual selected by the Awards Committee.

b. A citation briefly summarizing the recipient's contributions will also be given.

4. WHO MAY BE NOMINATED

a. Any person in the Federal Government of the United States whose primary mission is within the Records Management function is eligible for nomination. In the case of a recent retiree, such person must not have been away from Government service longer than six months before the award is to be made.

b. Any Records Manager may submit the name of a person in his or her Department or Agency or another Department or Agency to the Awards Committee as being worthy of consideration for the award.

c. Only one nomination may be submitted annually by each Department or Independent Agency or Commission.

5. WHAT THE NOMINATION MUST INCLUDE

Nominations should be submitted as one single-page copy in a narrative style and supported by the following information:

a. The nominee's name, grade, position title, organization, location, and Department or Agency.

b. A brief list of any previous awards received by the nominee for outstanding service in the field of Records Management.

c. Adequate justification to provide the Committee with sufficient evidence to make a fair and impartial decision.

6. WHEN TO SUBMIT THE NOMINATION

a. Nominations must be submitted to the Awards Committee no later than four weeks before the pending annual Records Management Conference.

b. Nominations should be submitted by or have the approval of the Records Management Officer of the Department or Agency involved. (This does not preclude the Records Manager of a Department or Agency recommending a Records Manager of another Department or Agency.)

c. Any member of the Awards Committee may place the name of a Records Manager before the Committee, along with other individuals recommended, if he feels the individual has made a significant contribution to the field of Records Management.

7. SELECTING THE RECIPIENT

a. The Everett Alldredge Awards Committee will review all nominations and make the final selection of the individual to be the winner. The decision will be based on a majority opinion of the Awards Committee as to which nominee made the most significant contribution to the Federal Records Management Program.

b. The Chairman of the Awards Committee will notify the selected recipient of the award and advise him of the time and place for the presentation.

EVERETT O. ALLDREDGE AWARD COMMITTEE

1. AWARDS COMMITTEE

a. The Awards Committee will consist of five Federal Records Managers who are elected by the conferees attending the Annual Federal Records Management Conference. In case elected members are unable to serve, alternates will be appointed to replace them. Each member will serve for two years after he has been duly elected.

b. Election Procedures: Each year the Awards Committee will select and nominate five records managers as candidates for possible membership on the Awards Committee. The Chairman of the Awards Committee is responsible for listing these five names on ballots and arranging for their distribution at the conference. The ballots will provide space for writing in the names of individuals who might be nominated from the floor, and will list the names of the current committee members. The Chairman of the Awards Committee is also responsible for announcing the time and place for the election and for conducting the proceedings. The conferees will vote for the candidate of their choice at the time of the election. The candidates with the highest number of votes will fill the vacancies on the Awards Committee and will serve for a period of two years.

Those individuals nominated but not receiving enough votes to be elected will be placed on an alternate member list. These alternates may be invited by the Chairman of the Awards Committee to serve on the Committee in case a vacancy should occur prior to the next election. Immediately after the election the members of the Awards Committee will meet and elect one of their members as Chairman.

c. Tie-Breaking Procedure: In case two or more candidates have the same number of votes for Committee membership on the Committee, the Chairman of the Awards Committee will take a secret vote by the current Awards Committee members to break the tie vote. The candidate with the highest number of Committee votes will be elected.

2. AWARD COMMITTEE RESPONSIBILITIES

a. The Committee will review all recommendations forwarded to the Committee and make the final selection of a winner.

b. The Chairman of the Awards Committee is responsible for:

(1) Designating an individual to serve as the Recorder. The Recorder of the Committee will keep the records of the Committee meetings and the records of the Committee will be maintained until the term expires.

- (2) Scheduling and holding necessary Committee meetings.
- (3) Insuring that the required number of members is available for the meetings and for coordinating the time and place for the meetings.
- (4) Making available to each member of the Committee a copy of each nomination for the Award.
- (5) Preparing the report of Committee proceedings.
- (6) Notifying the recipient of his selection and advising him (or her) of the time and place for the presentation.
- (7) Notifying NARS Arrangements Representative so he may proceed to have the recognition plaque prepared.
- (8) Contacting the individual who recommended the winner and requesting an appropriate citation be written for presentation at the Award ceremony.
- (9) Sending letters and a digest of nomination procedures to each of the key records management officers selected to serve as nominators and distributors of information to others within their agencies.
- (10) Arranging for the ceremony at the Annual Federal Records Management Conference, working in conjunction with NARS Arrangements Representative.
- (11) Polling the Committee members for nominations for the committee and preparing the ballots for distribution at the Annual Conference.
- (12) Consult with NARS Arrangements Representative for any assistance required, so all deadlines may be met.

3. AWARDS COMMITTEE MEMBERSHIP FOR 1979

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Carl Steinmetz (NASA), Chairman	755-2295
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Floyd Sandlin (TREAS)	376-0436
Sylvia Valloric (JUSTICE)	633-4256
John Epps (AIR FORCE)	767-4555
Jim Nash (DOD) (Alternate for Hazel Kearney)	695-0970
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Fred W. Babbel (NARS), Conference Coordinator	376-8923

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